

HUNTINGTON BEACH

City of Huntington Beach  
Public Works Department  
2000 Main Street  
Huntington Beach, CA 92648  
(714) 536-5431

### **PUBLIC WORKS FINAL LOT LINE ADJUSTMENT APPLICATION REQUIREMENTS:**

- Step 1. Obtain Notice of Action and approved plot plan map for the Lot Line Adjustment (LLA) from the City's Planning Dept.
- Step 2. Obtain the Public Works Department Lot Line Adjustment Application (available at the City's Public Works Department Counter, First Floor Civic Center City Hall).
- Step 3. The Public Works Lot Line Adjustment Application must be typed or printed and filled in completely and shall contain the following information:
- (a) Name and address of record owner or owners of each of the existing parcels involved, as depicted on the current Preliminary Title Report to be included on page 1.
  - (b) All signatures are to be notarized and acknowledgement shown on page 2.
  - (c) Name, business address and telephone number, signature, license number and professional stamp with registration expiration date of the licensed surveyor or registered engineer who prepared the LLA shall be included on page 3. Also the licensed surveyor or registered engineer shall stamp, show expiration date and sign on the first sheet of each exhibit.
  - (d) The north arrow, scale and sufficient description to define the location of the proposed Parcel boundaries on Exhibits "B" and "C". Exhibits "B" and "C" legend, line types, dimensioning, line weights, etc. shall be uniform and according to County Standards.
  - (e) The legal description of the proposed Parcels prepared by Licensed Surveyor or Licensed Civil Engineer, Stamped and Signed on Exhibit "A".
  - (f) Parcel layout before lot line adjustment and Parcel layout after lot line adjust including, bearings, distances, dimensions, parcel sizes, lot sizes (sq. ft./acre), street centerlines, of each revised parcel each parcel to be numbered or lettered and then stamped and signed by licensed surveyor or registered engineer to be included on Exhibit "B".
  - (g) The widths, location and purpose of all existing easements should be shown on "Exhibit "B".
  - (h) The Site Plan shall show the outline of any existing buildings to remain in place or proposed buildings and their location in relation to existing or proposed lot lines with dimensions then stamped and signed by licensed surveyor or registered engineer should be shown on Exhibit "C". This exhibit "C" shall not be necessary if the parcel is vacant.
- Step 4. At the Public Works Counter, submit the Public Works Department Lot Line Adjustment Application Plan Check Deposit of \$550.00 + FBR (effective 08/16/09) for Plan Check processing and submit two copies of the completed Public Works Department Lot Line Adjustment application accompanied with the following reference materials:
- a) A cover sheet with your name, LLA number and contact information (available at the Public Works Counter).
  - b) One (1) copy of the Notice of Action and approved plot plan map from the City's Planning Department.
  - c) One (1) Preliminary Title Report for subdivision purposes, not more than **six (6) weeks** old from date of submittal, shall be provided to clearly identify the owners, possessory and beneficial interests, easements that impact the parcel and description of ownership parcels.
  - d) Copies of all easements listed in the Preliminary Title Report.
  - e) Copy of Grant or Quitclaim Deeds (drafted or final version) for the new property description to be recorded concurrent with LLA shall signed and notarized with signatures compatible to the LLA.
  - f) Copy of Modified Trust Deed or Reconveyance, if Deed of Trust on property, to recorded concurrently with LLA.
  - g) Provide Title Company contact name and telephone number to the Public Works Dept. The applicant's Title Company shall be contacted to process and record the LLA, Grant or Quitclaim Deed and Modified Trust Deed.

### **THE USUAL PROCESS FLOW CHART IS AS FOLLOWS:**

- Applicant obtains Notice of Action (from Planning Department) then submits two (2) copies of the application with attachments and pay plan checking fee to City Public Works Department for preliminary review plan check.
- After First Plan Check by Public Works Department, applicant makes the corrections, then resubmits one (1) copy of the corrected Lot Line Adjustment application to Public Works for verification of corrections and then makes first submittal to County Surveyor.
- For technical review plan check, applicant submits two (2) copies of the Lot Line Adjustment application to the County Surveyor's Office. The County Surveyor will let you know the requirements for the "research package" to be submitted along with the application for technical review.
- After the County Surveyor Plan Check, if approved, the County Surveyor shall deliver original documents to City PUBLIC WORKS DEPARTMENT for the City Engineer's approval.
- After County Surveyor approval, if approved by the Planning Dept. and City Engineer, the Public Works Department shall transmit the LLA Application with transmittal memo to CITY CLERK with a request to contact Title Company for recording..
- CITY CLERK contacts Title Company for pickup and recordation of the Lot Line Adjustment, Grant or Quitclaim Deed and Modified Trust Deed (if required).
- Title Company records LLA with County Recorder then returns 1 copy of the recorded document to the CITY CLERK.
- Upon receipt of one (1) original recorded copy from the Title Company, CITY CLERK provides a copy of recorded documents to the PLANNING DEPARTMENT, PUBLIC WORKS DEPARTMENT and County Surveyor.
- During the plan check processing, the County Surveyor's Office is sending plan check comments to the applicant's surveyor or engineer with a copy to the Public Works Department. The applicant and County Surveyor is also receiving plan check comments from the Public Works Department during the plan check process.



City of Huntington Beach  
Public Works Department  
2000 Main Street  
Huntington Beach, CA 92648  
(714) 536-5431

# **LOT LINE ADJUSTMENT** \_\_\_\_\_ **PLAN CHECK REQUEST**

Location: \_\_\_\_\_ Applicant: \_\_\_\_\_ Phone# \_\_\_\_\_  
REVIEWER: \_\_\_\_\_ DATE: \_\_\_\_\_  
Plan Check# \_\_\_\_\_ Comments:

ITEM		Yes	No	N/A
1. One (1) copy of the Notice of Action and approved plot plan map from the City's Planning Department.				
2. The PUBLIC WORKS DEPARTMENT Lot Line Adjustment Application must be typed or printed and filled in completely.				
3. The property owners (as shown on title report) must sign and notarize the Public Works Department Lot Line Adjustment application.				
4. Attached one (1) Preliminary title report not more than <b>six (6) weeks</b> old identifying the legal owners at the time of filing the lot line adjustment.				
5. Attached copies of all easements listed in the Preliminary title report.				
6. Does information agree with Recorded Tract Map?	<u>1/</u>			
7. Attached Deeds or Quitclaim Deeds that describe the new property description to be recorded concurrent with LLA.				
8. The Surveyor or Owner must make arrangements with their Title Company for the processing and recording of the Lot Line Adjustment and Quit Claim Deed and provide contact telephone number to the Public Works Dept.				
9. Fees Paid for City Processing				
10. Name and address of record owner or owners of each of the existing parcels involved, as depicted on the Grant Deeds, to be included on page 1.	<u>1/</u>			
11. All signatures are to be notarized and acknowledgement shown on page 2.				
12. On page 3 include name, business address and telephone number, with stamp, signature and license number of the licensed surveyor who prepared the LLA (or registered engineer with registration #33964 or smaller).				
13. The legal description of the proposed Parcel or Parcels on Exhibit "A" with stamp, signature and license number of the licensed surveyor or registered engineer. Matches legal in Prelim Report	<u>1/</u>			
14. On Exhibit "B" and "C": The north arrow, scale and sufficient description and dimensions to define the location of the proposed Parcel boundaries. Does ROW and distances match APN Map?	<u>1/</u>			
15. Parcel layout before lot line adjustment and Parcel layout after lot line adjust including, bearings, distances, dimensions, parcel sizes, lot sizes (sq. ft./acre), street centerlines, of each revised parcel each parcel to be numbered or lettered to be included on Exhibit "B" with stamp, signature and license number of the licensed surveyor or registered engineer.	<u>1/</u>			
16. The Site Plan to show the widths, location and purpose of all existing or recorded easements; outline of any proposed buildings or existing buildings to remain in place and their location in relation to existing or proposed lot lines with dimensions on Exhibit "C" with stamp, signature and license number of the licensed surveyor or registered engineer.	<u>1/</u>			
17. Grant Deed or Quit Claim Deed(s) signed and unrecorded and Preliminary Title Report shall be attached immediately after Exhibit "C".				
18. Wet signatures and sealed on all signature pages and first page of all exhibits.				
19. Modified Deed of Trust or Reconveyance Document, if deed of trust on property	<u>1/</u>			

Note: 1/ Subject to County Surveyor Office Technical Review

**LOT LINE ADJUSTMENT APPLICATION**

**DATE: 10/14/09**

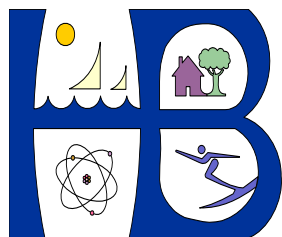
THE ATTACHED LOT LINE ADJUSTMENT FORM IS BEING PROVIDED BY THE CITY OF  
HUNTINGTON BEACH FOR YOUR USE

Mail recorded copies to:

CITY OF HUNTINGTON BEACH  
CITY CLERK  
2000 Main Street  
Huntington Beach, CA 92648

Space above reserved for County Recorder's use

Fee: \$



**CITY OF HUNTINGTON BEACH**  
**LOT LINE ADJUSTMENT**  
**No. \_\_\_\_ - \_\_\_\_**

**RECORD OWNER(S) OF EXISTING PARCELS:**

(I/We) hereby certify that: 1) (I am/We are) the record owner(s) of all parcels proposed for adjustment by this application: 2) (I/We) have knowledge of and consent to the filing of this application: and 3) The information submitted in connection with this application is true and correct:

APN: \_\_\_\_\_

APN: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DAYTIME  
TELEPHONE: \_\_\_\_\_

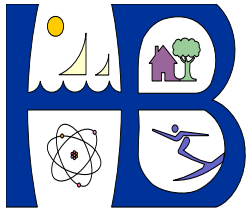
DAYTIME  
TELEPHONE: \_\_\_\_\_

Signature  
Name: \_\_\_\_\_

Signature  
Name: \_\_\_\_\_

Signature  
Name: \_\_\_\_\_

Signature  
Name: \_\_\_\_\_



**CITY OF HUNTINGTON BEACH**  
**LOT LINE ADJUSTMENT**  
**No. \_\_\_\_ - \_\_\_\_**

STATE OF CALIFORNIA

COUNTY OF ORANGE

} SS

ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 200\_\_, BEFORE ME, \_\_\_\_\_  
A NOTARY PUBLIC IN AND FOR SAID STATE, PERSONALLY APPEARED \_\_\_\_\_

WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL: MY COMMISSION EXPIRES: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC IN AND FOR SAID STATE MY PRINCIPAL PLACE OF BUSINESS IS IN \_\_\_\_\_ COUNTY.

\_\_\_\_\_  
PRINT NAME

STATE OF CALIFORNIA

COUNTY OF ORANGE

} SS

ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 200\_\_, BEFORE ME, \_\_\_\_\_  
A NOTARY PUBLIC IN AND FOR SAID STATE, PERSONALLY APPEARED \_\_\_\_\_

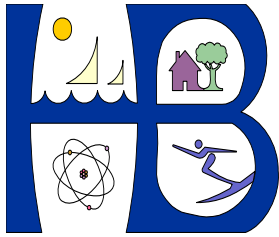
WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND: MY COMMISSION EXPIRES: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC IN AND FOR SAID STATE MY PRINCIPAL PLACE OF BUSINESS IS IN \_\_\_\_\_ COUNTY.

\_\_\_\_\_  
PRINT NAME



**CITY OF HUNTINGTON BEACH**  
**LOT LINE ADJUSTMENT**  
**No. \_\_\_\_ - \_\_\_\_**

**PREPARER:**

**CONTACT PERSON:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**DAYTIME TELEPHONE NO:** \_\_\_\_\_

This document consisting of \_\_\_\_\_ pages was prepared by me or under my direction.

\_\_\_\_\_  
**Surveyor's/Engineer's Name and License Number**

**My Registration Expires:** \_\_\_\_\_

**COUNTY:**

**Examined and Approved as to survey content only for**  
**Raymond L. Mathe, County Surveyor**

**By:** \_\_\_\_\_

**Raymond L. Mathe, L.S. 6185**

**County Surveyor**

**My License Expires: 3/31/2010**

**Dated this \_\_\_\_\_ day of \_\_\_\_\_**

**CITY ENGINEER:**

**This Lot Line Adjustment Application has been examined and approved by**  
**the City of Huntington Beach.**

\_\_\_\_\_  
**Antonio Olmos, City Engineer R.C.E. 56814**

\_\_\_\_\_  
**Date**

**My Registration Expires: June 30, 2011**

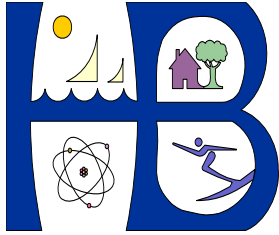
**PLANNING DEPARTMENT:**

**Examined and Approved as to Zoning Conformance by**  
**the City of Huntington Beach Planning Department**

**By:** \_\_\_\_\_

\_\_\_\_\_  
**Date**

***See Exhibits "A, B and C"***  
***attached hereto.***



# CITY OF HUNTINGTON BEACH LOT LINE ADJUSTMENT

No. \_\_\_\_ - \_\_\_\_

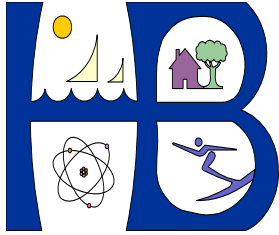
## LEGAL DESCRIPTION "EXHIBIT A"

Owners:	Existing Parcels AP Numbers:	Proposed Parcels Reference Number:

SHEET 1 OF 1

THIS DESCRIPTION HAS BEEN PREPARED BY ME OR UNDER MY DIRECTION.

\_\_\_\_\_  
Surveyor's/Engineer's Name and License Number  
My Registration Expires: \_\_\_\_\_



# CITY OF HUNTINGTON BEACH LOT LINE ADJUSTMENT

No. \_\_\_\_ - \_\_\_\_

## MAP "EXHIBIT B"

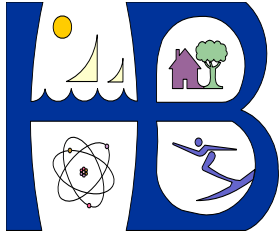
Owners:	Existing Parcels AP Numbers:	Proposed Parcels Reference Number:

SHEET 1 OF 1

THIS MAP HAS BEEN PREPARED BY ME OR UNDER MY DIRECTION.

\_\_\_\_\_  
Surveyor's/Engineer's Name and License Number  
My Registration Expires: \_\_\_\_\_





# CITY OF HUNTINGTON BEACH LOT LINE ADJUSTMENT

No. \_\_\_\_ - \_\_\_\_

## SITE PLAN "EXHIBIT C"

Owners:	Existing Parcels AP Numbers:	Proposed Parcels Reference Number:

SHEET 1 OF 1

THIS MAP HAS BEEN PREPARED BY ME OR UNDER MY DIRECTION.

\_\_\_\_\_  
Surveyor's/Engineer's Name and License Number  
My Registration Expires: \_\_\_\_\_